



SSVF ANNUAL PERFORMANCE REPORT

Contractor: _____
Contact Person: _____
Address: _____

E-mail Address: _____
Telephone Number: _____
Fax Number: _____
Contract Number: _____

Reporting Period: *July 1 – June 30*

Report Due Date: *July 15*

- A. Indicate the number of victims served by your SSVF funded project during this project period.** *Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.*

_____ Child Physical Abuse	_____ Adults Molested as Children
_____ Child Sexual Abuse	_____ Survivors of Homicide Victims
_____ DUI/DWI Crashes	_____ Robbery
_____ Domestic Violence	_____ Assault
_____ Women _____ Children	
_____ Adult Sexual Assault	_____ Other (specify) _____
_____ Elder Abuse	

_____ **Total number of victims served by this SSVF funded project** *(Do not include total number of hotline calls.)*

_____ **Total number of hotline calls logged by this SSVF funded project**

- B. Indicate the number of victims served in the following categories.**

_____ Child _____ Elderly _____ Disabled/Handicapped _____ Native Americans _____ Minorities

- C. Indicate the number of victims who received the following services through this SSVF funded project.** *Please see the instructions for definitions of each service.*

_____ Crisis Counseling <i>(In Person)</i>	_____ Followup	_____ Therapy/Prof. Counseling
_____ Group Treatment/Support	_____ Shelter/Safe House	_____ Information/Referral <i>(In Person)</i>
_____ Criminal Justice Support/Advocacy	_____ Emergency Financial Assistance	_____ Emergency Legal Advocacy
_____ Assistance Filing Compensation Claims	_____ Personal Advocacy	_____ Telephone Contact Information/Referral
_____ Crisis Hotline Calls	_____ Other (specify) _____	

D. If this is a training project, please provide the following information *(attach additional sheets if necessary):*

The number of training seminars held during the course of the contract period: _____

Presenter(s)	Topic(s)	Date(s) of the Training	Duration <i>(hours, days, etc.)</i>	Audience <i>(types of professionals in attendance)</i>	Number in Attendance

Attach the written curriculum or agenda for each seminar.

Attach any pre - and post-testing results.

Attach evaluations completed by attendees with a summary of the results.

E. Describe efforts to promote coordinated efforts within the community to aid crime victims. *(Attach additional sheets if necessary.)*

F. Describe any notable activities conducted to improve the delivery of victim services. These activities do not need to be related specifically to the SSVF funded project. Include any needs assessments, program evaluations, training efforts, etc.

G. Include and/or attach anecdotal information and individual case histories illustrating how SSVF funds have been used to assist crime victims. (*Letters from crime victims are helpful.*)

H. Identify any emerging issues or notable trends impacting crime victim services in your area.

Project Director

Authorized Official

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Instructions – Definitions

Each agency receiving SSVF victim assistance funds is required to submit a SSVF Annual Performance Report on the uses and affects these grant funds have had on services to crime victims. This report must be submitted by July 15, to the Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102.

A SSVF project refers to activities and services supported by SSVF funds plus the required match. Except where otherwise indicated, the information in the SSVF Annual Performance Report must be based solely on SSVF projects, not the entire agency nor on non-SSVF supported victim activities and services. A worksheet on which victim service statistics may be recorded throughout the project period is attached for your convenience.

A. Provide the number of victims served during the reporting period. Indicate the number of victims served by type of victimization. If a victim was the subject of more than one type of crime, identify under each category of victimization.

NOTE: The data in this section is based upon the number of victims served by SSVF projects during the reporting period. In this section, each victim should be counted only once, e.g., a victim of a series of spouse abuse assaults, for example, should be counted once. A person may be counted more than once only as a result of entirely separate and unrelated crimes.

B. Provide the number of victims served by the categories identified. If a victim falls under more than one category, identify under each applicable category, i.e., a child victim who is also disabled would be reported under both the "child" and "disabled" categories; an elderly victim who is also a minority would be counted once under the "elderly" and once under the "minority" category, etc.

C. Provide the number of victims receiving each type of service.

Crisis Counseling refers to in-person crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Followup refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to offering short-term and long-term housing and related support services to victims and families following victimization.

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include followup contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other SSVF allowable services and activities not listed.

D. through H. - Please answer all questions noted in these sections. The Department of Public Safety will use this information to report to the legislature and justify the need for ongoing support.

Please Note: This Annual Performance Report must be received by **July 15th** during the year immediately following the end of the contract period for the referenced contract. Failure to submit this Annual Performance Report by **July 15th** could result in the termination of any current funding awarded to this contractor.